ENCLOSURE

Steps to access SDWIS Federal Reporting Services database

1. www.epa.gov/your-drinking-water → this will take you the "Your Drinking Water" page
2. Under "About drinking water" → choose "Safe Drinking Water Information System (SDWIS) Federal reporting services"
3. Once on the SDWIS/Fed page → click on "SDWIS Fed Reporting Services system" this will take you to the SDWIS Federal Reports Search page, you will see a map of the U.S.
4. In the box that reads "Water System Search" → click on "Advanced Search Options"
5. Under "Report Options" there is a dropdown list of available reports → choose "Violations"
6. Under "Water System"

> 6a) make sure the "Submission Year" is *2015* (this will give you ALL available data to last submission quarter)
>
> 6b) for "EPA Region" select *Region 4* (this will only list the states that are in region 4 under the primacy agency list)
>
> 6c) for "Primacy Agency" click on the individual state <u>ONE AT A TIME</u> to filter the report- if you choose EPA Region 4 this will be an extremely large query and will sometime corrupt the files

7. Once you have chosen the first state you would like a report for, go to "Violation Filters" → select the "Total Coliform Rule" from list
8. Go back to the top and click" View Report" → this may take a little while depending on the number of water systems
9. Next, customize the report using the "Select Columns" tab→ this will allow you to determine what you would like displayed on the report, once you have selected the columns you want displayed on the report, click "Apply"
10. You can further filter the report by choosing the "Filter Report" tab→ this will provide you with a way to query the report you just created
11. Lastly, you can save a copy of the report by clicking on the "Download Report" tab→ this will provide you with three options to save the report in (PDF, Excel or HTML)
12. Click "Report Options" → this will take you back to your original search on the SDWIS Fed Reports Advanced Search page, where the <u>only</u> change you need to make is choosing the next state you would like a report for
13. Once you have selected your next state → click the "View Reports" tab and follow steps 9-12 for the EACH primacy agency